

Retention and Classification Report

Agency: Alta (Utah) (42)

PO Box 8016
Alta, UT 84092
742-3522

Records Officer Katherine Black

27363	Council minutes
27364	Ordinances
27373	Planning Commission minutes
27365	Resolutions

AGENCY: Alta (Utah)

SERIES: 27363

3

TITLE: Council minutes

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

AGENCY: Alta (Utah)

SERIES: 27363

TITLE: Council minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal
Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta (Utah)

SERIES: 27364

3

TITLE: Ordinances

DATES: 1972-

ARRANGEMENT: Numerical by ordinance number

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/25/2010

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Alta (Utah)

SERIES: 27364

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta (Utah)

SERIES: 27373

3

TITLE: Planning Commission minutes

DATES: 1972-

ARRANGEMENT: Chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2005), et seq. "Written minutes shall be kept of all open meetings.(UCA 52-4-7 (2005)). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal Historical Legal

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

AGENCY: Alta (Utah)

SERIES: 27373

TITLE: Planning Commission minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta (Utah)

SERIES: 27365

3

TITLE: Resolutions

DATES: 1973-

ARRANGEMENT: Numerical

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 01/25/2010

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

The disposition is based on the legal, administrative, and historical value of the resolutions.

AGENCY: Alta (Utah)

SERIES: 27365

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public